

AFCAS 2

AFC ADMINISTRATION SYSTEM

Match Commissioner's User Manual



Asian Football Confederation

Jalan 1/155B, Bukit Jalil

57000 Kuala Lumpur

Malaysia

Tel: +603-89943388

Fax: +603-89942689

Web: www.the-afc.com

TABLE OF CONTENTS

<i>Chapter 1 – Getting Started</i>	5
1.1 Login	5
1.2 Welcome Page	6
<i>Chapter 2 – Final Registration</i>	8
2.1 Final Registration.....	8
2.2 Final Registration of Players.....	9
2.3 Final Registration of Officials.....	13
<i>Chapter 3 – Pre-Game</i>	17
3.1 Pre-Game Details.....	18
3.2 Teams Colours	19
3.3 Registration	20
3.4 Player Selection List – before the start of the game & during team inspection.....	21
3.5 Start List	22
3.5.1 Start List – Players	23
3.5.2 Start List – Team Officials	24
3.6 Start List Report– after the composition of the team has been finalized.	25
3.7 Match Commissioner’s Programme (for Home & Away Competitions)	26
3.7.1 Form 1 – Training Field Inspection.....	27
<i>Chapter 4 – Game Events</i>	29
4.1 Goals	30
4.2 Cautions.....	31
4.3 Expulsions	32
4.4 Substitutions	33
4.5 Game Information.....	34
<i>Chapter 5 – Post-Game</i>	36
5.1 Post-Game Reports.....	37
5.2 Match Commissioner’s Report.....	38
5.3 Referee’s Report.....	39
5.4 Fair Play Report	40
5.5 Assessment of the Referee.....	41
5.6 Incidents and Comments	42
<i>Chapter 6 – Documents</i>	43
<i>Chapter 7 – Player Eligibility</i>	45
<i>Chapter 8 – Calendar</i>	48

8.1 Denote Availability	49
8.2 Yearly Calendar	50
<i>Chapter 9 - Managing Account & Profile.....</i>	<i>52</i>
9.1 My Account	53
9.2 My Profile.....	54
9.2.1 Manage Your Profile	54
9.2.2 Change Popular Name.....	54
9.2.4 View/Download Personal Documents	55
9.2.5 Manage Contact Details	56
9.2.6 Measurements.....	57
<i>Chapter 10 - Forgot Your Password?.....</i>	<i>60</i>

Introduction

AFCAS Administration System (AFCAS) is a web-based system to manage the AFC's operations. With

AFCAS, users can easily monitor the status of competitions, check whether an individual profile has been created, whether players' preliminary registration has been done or whether pre-match details have been entered into the system.

AFCAS helps to shorten the time needed, by streamlining the workflow of a competition or event.

The following instructions in this manual will show you step-by-step, on how to complete the necessary match documents for an AFC Competition.

Basic Requirements

Requirement

Remarks

1. Personal Computer



Desktop or Laptop with Windows XP or above

2. Printer



Minimum Black/White inkjet or higher

3. Internet Connection



Minimum 128kBps bandwidth or higher

4. Adobe Reader 7.0



PDF reader software

5. Internet Explorer browser



Minimum version 6 or above

Chapter 1 – Getting Started

1.1 Login

The login screen is shown below. Enter your **username** and **password** to access the application.

If an invalid username or password was entered, an error message shall be displayed and you will need to try again.

Figure: Login Screen

Operation Procedure:

1. Enter the following internet address: <http://www.afc-link.com> into the address bar.
2. Key in your Username.
3. Key in your Password.
4. Click on the  button.

Note: If you have forgotten your password, please refer to **Forgot Your Password**.

1.2 Welcome Page

Once your access to the AFCAS has been accepted, the Welcome Page will be displayed.

On this page, you can view all the fixture(s) which has been assigned to you, or perform the Final Registration process and access to Pre-Game / Game Events / Post-Game details.

afc-link.com
AFC Administrations System

Welcome sysim [Developer] Logout

Directory Competitions Reports Applications Administration My Account Home

Profile:
Name : SSY
Email : raymond.tey@gmail.com
AFC ID : AFC/35638/MAS
Update Profile

Quick Links
Calendar

Activity Log
Your last login was on Tue, 03 November 2009 10:05:24 AM .

Game Assignments **Venue Assignments**

Final Registration

Competition	Stage
AFC U19 CHAMPIONSHIP 2008	FINAL ROUND (All Stages)

Game Assignment

Date	#	Teams	Venue	Competition	Group	Opening Dates
12 Nov, 2008 19:30	2	ADELAIDE UNITED FC (AUS) vs Gamba Osaka (JPN)	Hindmarsh Stadium	AFC Champions League 2008 Knockout Stage	Finals (2nd Leg)	16 Jan, 2009 - 19 Jan, 2010
07 Nov, 2008 17:00	1	SAFA SC (Lebanon) vs MUHARRAQ (Bahrain)	Sports City Stadium	AFC CUP 2008 Knockout Stages	Finals (2nd Leg)	16 Jan, 2009 - 19 Jan, 2010
31 Oct, 2008 20:00	1	JAPAN vs YEMEN	Prince Mohammed Bin Fahad Stadium	AFC U19 CHAMPIONSHIP 2008 FINAL ROUND (All Stages)	Group A	26 Oct, 2008 - 04 Feb, 2010

Current Events Upcoming Events Active Fixtures

Figure: Welcome Screen

Operation Procedure:

Final Registration - For centralized competitions

1. To access the Final Registration page, from the Final Registration panel, click on the 'Stage' of assigned fixture, as denoted by the red arrow.
2. Please proceed to Chapter 2 - Final Registration.

Note: To return to this Welcome Page at any time, click on [Home](#).

afc-link.com
AFC Administrations System

Welcome sysim [Developer] Logout

Directory Competitions Reports Applications Administration My Account Home

Profile:
Name : SSY
Email : raymond.tey@gmail.com
AFC ID : AFC/35638/MAS
Update Profile

Quick Links
Calendar

Activity Log
Your last login was on Tue, 03 November 2009 10:05:24 AM.

Game Assignments Venue Assignments

Final Registration

Competition	Stage
AFC U19 CHAMPIONSHIP 2008	FINAL ROUND (All Stages)

Game Assignment

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12 Nov, 2008 19:30	2	ADELAIDE UNITED FC (AUS) vs GAMBIA OSAKA (JPN)	Hindmarsh Stadium	AFC Champions League 2008 Knockout Stage	Finals (2nd Leg)	16 Jan, 2009 - 19 Jan, 2010
07 Nov, 2008 17:00	1	SAFA SC (Lebanon) vs MUHARRAQ (Bahrain)	Sports City Stadium	AFC CUP 2008 Knockout Stages	Finals (2nd Leg)	16 Jan, 2009 - 19 Jan, 2010
31 Oct, 2008 20:00	1	JAPAN vs YEMEN	Prince Mohammed Bin Fahad Stadium	AFC U19 CHAMPIONSHIP 2008 FINAL ROUND (All Stages)	Group A	26 Oct, 2008 - 04 Feb, 2010

Current Events Upcoming Events Active Fixtures

Figure: Welcome Screen

Operation Procedure:

Game Assignments

1. To access Pre-Game / Game Events / Post-Game details, from the **Game Assignments** panel, select and click the 'Date' of game assigned, as denoted by the red arrow.
2. This will navigate to the Pre-Game / Game Events / Post-Game page where all details can be edited or viewed.
3. Please refer to Chapter 3 - Pre-Game.

Note: Game assignment will be displayed 5 days before the game and till 3 days after the game.

Chapter 2 – Final Registration

This section enables you to perform the Final Registration for players and officials

In This Chapter:

- 2.1 Final Registration
- 2.2 Final Registration of Players
- 2.3 Final Registration of Officials

2.1 Final Registration

This page shows the number of players & officials which have been pre-registered (Preliminary Registration) for all the stages of the tournament.

Final Registration

Final Registration

Competition: AFC CHALLENGE CUP

Edition: 2008

Stage: QUALIFYING ROUND

[Submit](#)

Team	Players	Registered Players	Reports	Officials	Registered Officials	Reports
AFGHANISTAN	22	→ 22	Report	9	8	Report
BANGLADESH	28	18	Report	4	3	Report
BHUTAN	21	20	Report	5	5	Report
BRUNEI DARUSSALAM	21	18	Report	7	7	Report

Figure: Final Registration of Players and Officials

Operation Procedure:

1. To register players, select the desired team name and click on the link under column Registered Players. Please refer to 2.2 – Final Registration of Players.
2. To register officials, select the desired team name and click on the link under column Registered Officials. Please refer to 2.3 – Final Registration of Officials.
3. To view/print final registration report for players & officials, click on the link under column Reports.

Note: To return to the welcome page, click on [Home](#).

2.2 Final Registration of Players

This page shows the number of players which have been pre-registered (Preliminary Registration) for all the stages of the tournament.

Final Registration

Final Registration

Competition: AFC CHALLENGE CUP ▼

Edition: 2008 ▼

Stage: QUALIFYING ROUND ▼

Submit

Team	Players	Registered Players	Reports	Officials	Registered Officials	Reports
AFGHANISTAN	22	→ 22	→ Report	9	8	Report
BANGLADESH	28	18	Report	4	3	Report
BHUTAN	21	20	Report	5	5	Report
BRUNEI DARUSSALAM	21	18	Report	7	7	Report

Figure: Final Registration of Players and Officials

Operation Procedure:

1. To register players, select the desired team name and click on the link under column **Registered Players**, as denoted by the red arrow. →
2. Please refer to 2.2 - Final Registration of Players in the next page.
3. To view/print final registration report for players, click on the link under column **Reports**, as denoted by the purple arrow. →

2.2 Final Registration of Players (continued)

This page shows the player registration status and other relevant information for selected tournament stage.

This option enables you to edit players Jersey Number, Jersey Name, Position and Registration status.

Final Registration						
AFC CHALLENGE CUP 2008 - QUALIFYING ROUND						
Team: BRUNEI DARUSSALAM						
Back						
Final Registration List						
Save Remove Registration Reset Report						
	AFC ID	Player Name	Nationality	Jersey #	Jersey Name	Position
1	☒	AFC/33550/BRU	BRUNEI DARUSSALAM	1	YAZID	Goal Keeper
2	☒	AFC/33539/BRU	BRUNEI DARUSSALAM	2	HAFIZ	Forward
3	☒	AFC/3203/BRU HJ MOHAMMAD YUSSOF BIN HJ MAT YASSIN	BRUNEI DARUSSALAM	3	YUSSOF	Defender
4	☒	AFC/33549/BRU	BRUNEI DARUSSALAM	4	AFFENDY	Forward
5	☒	AFC/33543/BRU	BRUNEI DARUSSALAM	5	SHAHIRIN	Forward
6	☒	AFC/33547/BRU	BRUNEI DARUSSALAM	6	HAFIZ	Midfield
7	☒	AFC/3208/BRU HJ KHAIRUL ANWAR BIN HJ MD. YA'AKUB	BRUNEI DARUSSALAM	7	KHAIRUL	Defender
8	☒	AFC/33541/BRU	BRUNEI DARUSSALAM	8	NEZAN	Forward
9	☒	AFC/3216/BRU MUHAMMAD ABU BAKAR BIN MAHARI	BRUNEI DARUSSALAM	9	ABU BAKAR	Midfield
10	☒	AFC/3213/BRU MOHAMAD NAJIB BIN HJ TARIF	BRUNEI DARUSSALAM	10	NAJIB	Midfield
11	☒	AFC/33542/BRU	BRUNEI DARUSSALAM	11	AMALUL	Forward

Figure: Final Registration of Players

Legend:

- ☒ Registered
- ☒ Not Registered
-  Put your mouse over the Info icon, to display details of an player

Operation Procedure:

1. To register a player

- Select the check box beside the AFC ID column denoted by the red arrow, 

2. To edit the Jersey Number

- Enter the jersey number of the selected player under the Jersey # column denoted by the green arrow, 

3. To edit the Jersey Name

- Enter the jersey name of the selected player under the Jersey Name column denoted by the yellow arrow, 

2.2 Final Registration of Players (continued)

Final Registration
AFC CHALLENGE CUP 2008 - QUALIFYING ROUND
Team: BRUNEI DARUSSALAM
[Back](#)

Final Registration List

[Save](#) [Remove Registration](#) [Reset](#) [Report](#)

	AFC ID	Player Name	Nationality	Jersey #	Jersey Name	Position
1	☒ AFC/33550/BRU		BRUNEI DARUSSALAM	1	YAZID	Goal Keeper
2	☒ AFC/33539/BRU		BRUNEI DARUSSALAM	2	HAFIZ	Forward
3	☒ AFC/3203/BRU	HJ MOHAMMAD YUSSOF BIN HJ MAT YASSIN	BRUNEI DARUSSALAM	3	YUSSOF	Defender
4	☒ AFC/33549/BRU		BRUNEI DARUSSALAM	4	AFFENDY	Forward
5	☒ AFC/33543/BRU		BRUNEI DARUSSALAM	5	SHAHIRIN	Forward
6	☒ AFC/33547/BRU		BRUNEI DARUSSALAM	6	HAFIZ	Midfield
7	☒ AFC/3208/BRU	HJ KHAIRUL ANWAR BIN HJ MD. YA'AKUB	BRUNEI DARUSSALAM	7	KHAIRUL	Defender
8	☒ AFC/33541/BRU		BRUNEI DARUSSALAM	8	NEZAN	Forward
9	☒ AFC/3216/BRU	MUHAMMAD ABU BAKAR BIN MAHARI	BRUNEI DARUSSALAM	9	ABU BAKAR	Midfield
10	☒ AFC/3213/BRU	MOHAMAD NAJIB BIN HJ TARIF	BRUNEI DARUSSALAM	10	NAJIB	Midfield
11	☒ AFC/33542/BRU		BRUNEI DARUSSALAM	11	AMALUL	Forward

Figure: Final Registration of Players

4. To edit the playing Position of player

- Select the playing position of selected player from the drop-down list under the Position column denoted by the orange arrow,

5. To save details entered

- Click on the [Save](#) button to confirm entries.

6. Repeat steps 1 to 5 for other players.

7. To un-register a player,

- Select the check box beside the AFC ID column for the selected player(s), denoted by the pink arrow,
- Click on the [Remove Registration](#) button.

8. To clear all details entered,

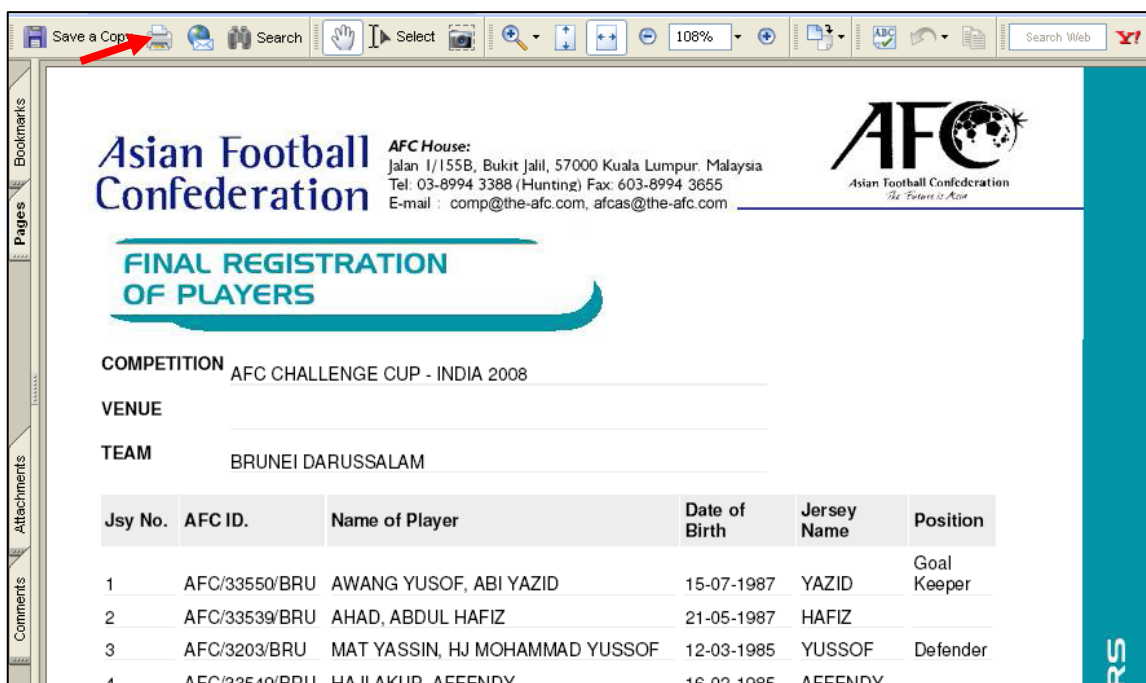
- Click on the [Reset](#) button at any point, if you wish to start again.

9. To generate a report,

- Click on the [Report](#) link.
- The report will be displayed as in *Figure: Final Registration of Players Report*.

2.2 Final Registration of Players (continued)

This page shows the Final Registration Report for players of a selected team.



Asian Football Confederation
AFC House:
Jalan 1/155B, Bukit Jalil, 57000 Kuala Lumpur, Malaysia
Tel: 03-8994 3388 (Hunting) Fax: 603-8994 3655
E-mail : comp@the-afc.com, afcas@the-afc.com

FINAL REGISTRATION OF PLAYERS

COMPETITION AFC CHALLENGE CUP - INDIA 2008

VENUE

TEAM BRUNEI DARUSSALAM

Jsy No.	AFC ID.	Name of Player	Date of Birth	Jersey Name	Position
1	AFC/33550/BRU	AWANG YUSOF, ABI YAZID	15-07-1987	YAZID	Goal Keeper
2	AFC/33539/BRU	AHAD, ABDUL HAFIZ	21-05-1987	HAFIZ	
3	AFC/3203/BRU	MAT YASSIN, HJ MOHAMMAD YUSSOF	12-03-1985	YUSSOF	Defender
4	AFC/33549/BRU	HAJIAKUP, AFFENDY	16-02-1985	AFFENDY	

Figure: Final Registration of Players Report

10. Once the selection and entries of final registration of players have been completed, a report will be automatically generated for view/print.

11. To print the report, click on the .

12. Once all the above has been done click on  to return to the Final Registration page.

2.3 Final Registration of Officials

This page shows the number of officials which have been pre-registered (Preliminary Registration) for all the stages of the tournament.

Final Registration

Final Registration

Competition: AFC CHALLENGE CUP

Edition: 2008

Stage: QUALIFYING ROUND

Submit

Team	Players	Registered Players	Reports	Officials	Registered Officials	Reports
AFGHANISTAN	22	22	Report	9	8	Report
BANGLADESH	28	18	Report	4	3	Report
BHUTAN	21	20	Report	5	5	Report
BRUNEI DARUSSALAM	21	18	Report	7	7	Report

Figure: Final Registration of Players and Officials

Operation Procedure:

1. To register officials, select the desired team name and click on the link under column **Registered Officials**, as denoted by the red arrow. →
2. Please refer to 2.3 - Final Registration of Team Officials in the next page.
3. To view/print Final Registration report for Officials, click on the link under column **Reports** as denoted by the purple arrow. →

2.3 Final Registration of Officials (continued)

This page shows the officials' registration status and other relevant information for the selected tournament.

This option also enables you to edit their designation and registration status.

Final Registration						
AFC CHALLENGE CUP 2008 - QUALIFYING ROUND						
Team: BRUNEI DARUSSALAM						
Back						
Final Registration List (Team Officials)						
Save Remove Registered Reset Report						
	AFC ID	Official Name	Nationality	Team Designation	Type	
1	☒	1 AFC/33483/BRU	HAJI ABDULLAH BIN HAJI JALIL	BRUNEI DARUSSALAM	Official	TM 3
2	☒	1 AFC/33481/BRU	HAJI YUSSOF BIN ABD. RASHID	BRUNEI DARUSSALAM	Official	TM 3
3	☒	1 AFC/33479/KOR	KWON OH SON	KOREA, REPUBLIC	Official	TM 3
4	☒	1 AFC/33480/BRU	MOKSEN BIN MOHAMMAD	BRUNEI DARUSSALAM	Official	TM 3
5	☒	1 AFC/33477/BRU	MUHAMMAD REDZUAN BIN ABDULLAH	BRUNEI DARUSSALAM		TM 2
6	☒	1 AFC/33482/BRU	SABRI BIN HAJI ISMAIL	BRUNEI DARUSSALAM		TM 3
7	☒	1 AFC/14298/BRU	ZAINI BIN HAJI ABDUL SANI	BRUNEI DARUSSALAM		TM 2

Figure: Final Registration of Officials

Legend:

- ☒ Registered
- ☒ Not Registered
- ☒ Put your mouse over the Info icon, to display details of an official

Operation Procedure:

1. To register an official

- Select the check box beside the AFC ID column denoted by the red arrow, 

2. To edit the designation

- Select the designation from the drop-down list under the Team Designation column denoted by the green arrow. 

3. To save details entered,

- Click on the  button to confirm.

4. Repeat step 1 to 3 for other officials.

2.3 Final Registration of Officials (continued)



Final Registration
AFC CHALLENGE CUP 2008 - QUALIFYING ROUND
Team: BRUNEI DARUSSALAM
[Back](#)

Final Registration List (Team Officials)

Save Remove Registered Reset Report

	AFC ID	Official Name	Nationality	Team Designation	Type
1	☐  AFC/33483/BRU	Haji Abdullah Bin Haji Jalil	BRUNEI DARUSSALAM	Official	TM 3
2	☐  AFC/33481/BRU	Haji Yussuf Bin Abd. Rashid	BRUNEI DARUSSALAM	Official	TM 3
3	☐  AFC/33479/KOR	Kwon Oh Son	KOREA, REPUBLIC	Official	TM 3
4	☐  AFC/33480/BRU	Moksen Bin Mohammad	BRUNEI DARUSSALAM	Official	TM 3
5	☐  AFC/33477/BRU	Muhammad Redzuan Bin Abdullah	BRUNEI DARUSSALAM		TM 2
6	☐  AFC/33482/BRU	Sabri Bin Haji Ismail	BRUNEI DARUSSALAM		TM 3
7	☐  AFC/14298/BRU	Zaini Bin Haji Abdul Sani	BRUNEI DARUSSALAM		TM 2

Figure: Final Registration of Officials

5. To un-register an official,

- Select the check box beside the AFC ID column for the selected official(s), denoted by the pink arrow. 
- Click on the [Remove Registration](#) button.

6. To clear all details entered,

- Click on the [Reset](#) button at any point, if you wish to start again.

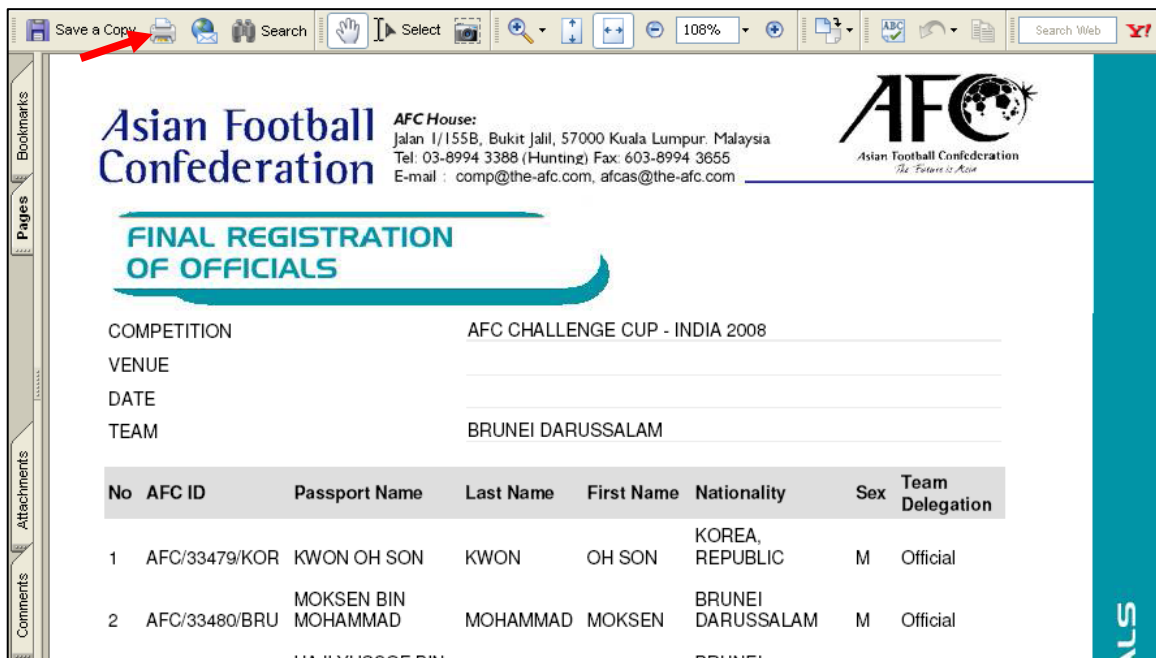
7. To generate a report,

- Click on the [Report](#) link.
- The report will be displayed as *Figure: Final Registration of Officials Report*.

8. Once all the above has been done click on [Back](#) to return to the Final Registration page.

2.3 Final Registration of Officials (continued)

This page shows the Final Registration Report for officials of a selected team.



Asian Football Confederation
AFC House:
Jalan 1/155B, Bukit Jalil, 57000 Kuala Lumpur, Malaysia
Tel: 03-8994 3388 (Hunting) Fax: 603-8994 3655
E-mail : comp@the-afc.com, afcas@the-afc.com

FINAL REGISTRATION OF OFFICIALS

COMPETITION AFC CHALLENGE CUP - INDIA 2008
VENUE
DATE
TEAM BRUNEI DARUSSALAM

No	AFC ID	Passport Name	Last Name	First Name	Nationality	Sex	Team Delegation
1	AFC/33479/KOR	KWON OH SON	KWON	OH SON	KOREA, REPUBLIC	M	Official
2	AFC/33480/BRU	MOKSEN BIN MOHAMMAD	MOHAMMAD	MOKSEN	BRUNEI DARUSSALAM	M	Official

Figure: Final Registration of Officials Report

9. Once the selection and entries of final registration of officials have been completed, a report will be automatically generated for view/print.

10. To print the report, click on the print icon, .

Chapter 3 – Pre-Game

This section enables a Match Commissioner to view/access all of the details of the tournament e.g. Game Details, information for Team A and B, Team Colours, Start List and etc.

This section integrates pre-game, game events and post-game events information in a centralized location where you can view and access all the related activities including:

- **Pre-Game** Game Details, Information for Team A & B, Start List, Team Colours, List of Match Official, Match Commissioner's Programme and Pre-Game Reports
- **Game Events** Goals, Cautions, Expulsions and Substitutions
- **Post-Game** Game Information, Post-Game Reports, Match Commissioner's Report, Referee's Report, Fair Play Report, Assessment of the Referee and Incidents & Comments Sheet

In This Chapter:

- 3.1 Pre-Game Details
- 3.2 Teams Colours
- 3.3 Players Selection List
- 3.4 Start List
- 3.5 Start List Report
- 3.6 Match Commissioner's Programme – For Home and Away Competitions

3.1 Pre-Game Details

Pre- Game Details contains details prior to the start of the game. This option enables you to view and access pre-game details.

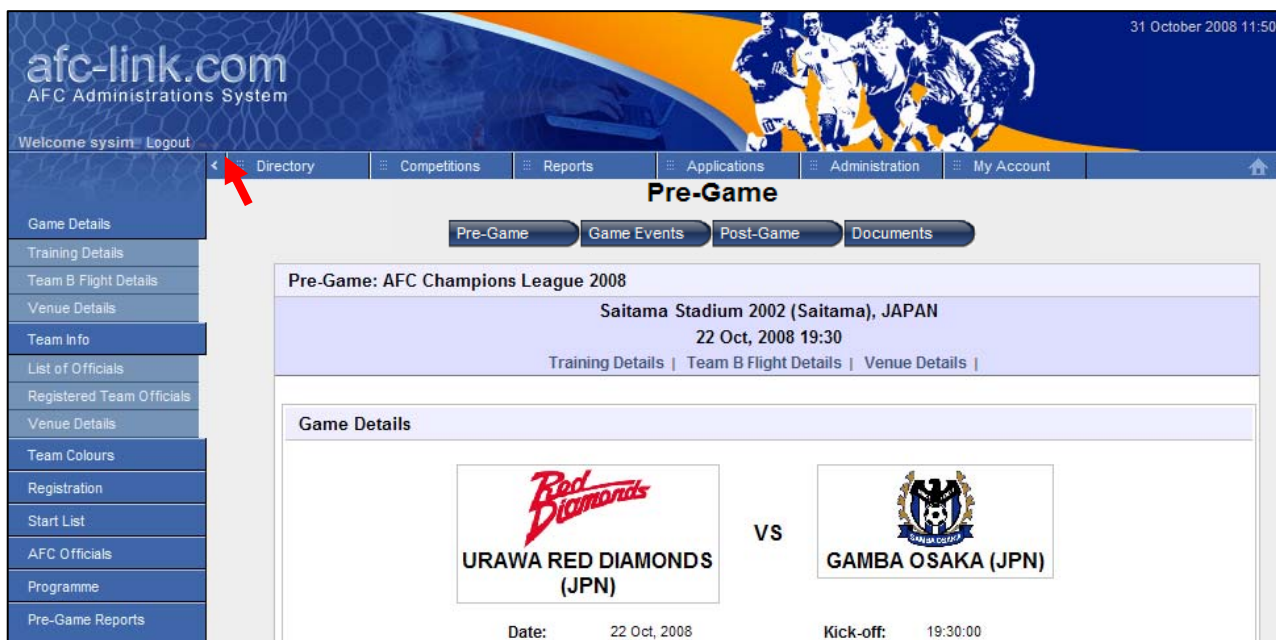


Figure: Pre-Game Screen

Operation Procedure:

1. Use the left navigation bar, to view and edit Pre-Game details. You can click  to hide or click  to show the navigation bar as denoted by the red arrow .
2. Use the left navigation bar to select and click on the desired task to perform e.g. 'Training Details', 'Venue Details'.



Note: To return to Welcome page, click on  Home.

3.2 Teams Colours

This option enables you to select the team colours.

The screenshot shows the 'Team Colours' interface for a match between Bahrain and Japan. At the top, the Bahrain and Japan national crests are displayed with 'BAHRAIN' and 'JAPAN' below them, separated by 'VS'. Below the crests, there are two status indicators: a green checkmark for 'Team A Colours' and a red 'X' for 'Team B Colours'. The main section is titled 'Team Colours' and is divided into two columns for Bahrain and Japan. Each column has a 'Team Colour Type' dropdown menu. For Bahrain, the dropdown is set to 'Other' (indicated by a red arrow), and for Japan, it is set to 'Official'. Below each dropdown are dropdown menus for 'Shirt', 'Shorts', 'Socks', 'GK Shirt', 'GK Shorts', and 'GK Socks'. For Bahrain, all these are set to 'Red' or 'Light Red'. For Japan, they are set to 'Blue', 'White', and 'Blue'. At the bottom of each column are text boxes for 'Kit Manufacturer' and 'Shirt Sponsor'. A 'Save Colour' button is located at the bottom center of the interface.

Figure: Team Colours

Legend:

- Team's colour details has not been selected
- Team's colour details has been selected and saved successfully.

Operation Procedure:

1. To access this page, click menu on the left navigation bar.
2. Select Team Colour Type from the drop-down list which has been decided for that fixture.
3. You are not able to change the jersey colors if the team colour type is Official, Reserved or Third.
4. To change the jersey colour, select team colour type as 'Others' as denote red arrow , then select Shirt, Shorts, Socks or Goalkeeper jersey colours from the drop-down list.
5. Once the details have been confirmed for both teams, click on .

3.3 Registration

This option enables you to perform final registration of the players and officials.

Final Registration							
Team	Players	Registered Players		Report	Officials	Registered Officials	Report
URAWA RED DIAMONDS (JPN)	30		18	 Report	12	8	Report
GAMBA OSAKA (JPN)	28		18	Report	12	12	Report

Figure: Final Registration

1. To register players, select the desired team name and click on the link under column **Registered Players**, as denoted by the red arrow. 
2. To view/print final registration report for players, click on the link under column **Reports**, as denoted by the purple arrow. 
3. Please refer to 2.2 Final Registration of players and 2.3 Final Registration of officials to complete final registration process.

3.4 Player Selection List – before the start of the game & during team inspection

This list can be produced once the Final Registration of players has been confirmed.

The list is used by the Team Managers to select and check their choice of the first eleven, substitutes and non-playing members.



Figure: Pre-Match Reports

Operation Procedure:

1. Click on the **Pre-Game Reports** menu on the left navigation bar, the page as above *Figure: Pre-Match Reports* will be displayed.
2. Click on the 'Player Selection List' link, a report as *Figure: Player Selection List* will be displayed.
3. Click on the printer icon,  located on the menu bar to print the selected page.

The screenshot shows a web browser window displaying the 'Player Selection List' for Match No. 1. The match details are: Venue (Stadium) Saitama Stadium 2002, Saitama; Date 06-SEP-2008; Time 0:00. The report is divided into two columns: BAHRAIN and JAPAN. Each column has a 'Colour:' header and a table of players with columns for Shirt, Pos, Name, P, S, and N. A red arrow points to the 'Save a Copy' button in the browser's menu bar.

BAHRAIN						JAPAN					
Shirt	Pos	Name	P	S	N	Shirt	Pos	Name	P	S	N
2	DF	HASAN Mohamed (M. HUSSAIN)				1	GK	KAWAGUCHI YOSHIKATSU (KAWAGUCHI)			
3	DF	MARZOOQ Abdulla (A. MARZOOQ)				2	DF	TANAKA MAKOTO (TANAKA)			
4	MF	SALMAN AHMED Ali Abdulla (A. ABDULLAH)				3	DF	MATSUDA NAOKI (MATSUDA)			
6	DF	AL KAWARI Ghazi (G. AL KAWARI)				5	DF	TSUBOI KEISUKE (TSUBOI)			
7	MF	AL WADAEI Sayed (M. JALAL)				5	DF	MIYAMOTO TSUNEYASU (MIYAMOTO)			
8	MF	ALDOSERI RASHED (RASHED D.)				6	MF	NAKATA KOJI (K. NAKATA)			
9	FW	ABDULLA Husain (HUSSAIN ALI)				7	MF	ENDO YASUHIITO (ENDO)			
10	MF	SALMEEN Mohamed (M. SALMEEN)				8	MF	OGASAWARA MITSUO (OGASAWARA)			
11	DF	RASHED FAISAL				8	MF	HANYU Naotake (HANYU)			
12	DF	GHANEM Mohamed Juma (M. JUMA)				9	FW	KUBO TATSUHIKO (KUBO)			
13	MF	MAHMOOD TALAL (T. YUSUF)				10	MF	NAKAMURA SHUNSUKE (NAKAMURA)			
14	DF	ALI Salman (S. ISA)				11	FW	SUZUKI Takayuki (SUZUKI)			
15	MF	ALI SALEH Saleh (S. FARHANI)				12	FW	YANAGISAWA Atsushi (YANAGISAWA)			

Figure: Player Selection List

3.5 Start List

This option enables a Match Commissioner to select the composition of players which has been decided by the Team Managers via the Players Selection List.

This option also enables Match Commissioner to select the Team Officials who are registered for the game.

Start List

SL Start List
OB Officials on the Substitute Bench

Players

Jersey #	Name	DOB
1	 (AFC/18951/BHR) ABDULLA ISMAEEL OMAR 	01 Jan, 1987
2	 (AFC/13772/BHR) ABDULLA MOHAMED AHMED KHALIFA HAZZA ALKAABI 	16 Nov, 1988
3	 (AFC/26369/BHR) Jamal Rashed Abdulrahman YUSUFYUSUF 	07 Nov, 1988
4	 (AFC/26377/BHR) Mohamed Isa M. ALTEHMAZI 	07 Mar, 1986
5	 (AFC/2857/BHR) ABDULLA ABDI OMAR YASER 	27 Mar, 1988
6	 (AFC/4331/BHR) SAYED SHUBBAR EBRAHIM ALAWI HASHEM 	11 Aug, 1985
7	 (AFC/27909/BHR) Ahmed Saeed Ahmed BUBESHAIT 	11 Aug, 1985
8	 (AFC/12147/BHR) 	08 Jun, 1987

Players

Jersey #	Name	DOB
1	 (AFC/2155/JPN) KAWAGUCHI YOSHIKATSU 	15 Aug, 1975
2	 (AFC/18678/JPN) TOKUNAGA YUHEI 	25 Sep, 1983
3	 (AFC/2579/JPN) NISHIKAWA SHUSAKU 	18 Jun, 1986
4	 (AFC/2183/JPN) NISHI NORIHIRO 	09 May, 1980
5	 (AFC/12283/JPN) HASEBE MAKOTO 	18 Jan, 1984
6	 (AFC/12820/JPN) YAMAGUCHI SATOSHI 	17 Apr, 1978
7	 (AFC/34032/JPN) SUGIMOTO KEITA 	13 Jun, 1982
8	 (AFC/2173/JPN) OGASAWARA MITSUO 	05 Apr, 1979

Team Officials

Name	Designation
1  (AFC/4903/UZB) INILEEV RAUF	Head Coach (TM 2)

Team Officials

Name	Designation
1  (AFC/6941/JPN) OKADA TAKESHI	Head Coach (TM 2)
2  (AFC/32746/JPN) OKI TAKESHI	Assistant Coach (TM 2)
3  (AFC/4795/JPN) OHKUMA KIYOSHI	Assistant Coach (TM 2)

Edit Start List
Edit Start List

Figure: Start List for the Teams

Legend:



Playing



Substitute



Not Playing



Mouse over the Info icon, to display details of an individual

3.5 Start List (continued)

Operation Procedure:

1. To access the Start List, click on the **Start List** menu on the left navigation bar, the page as above *Figure: Start List* will be displayed.
2. To edit or remove any changes to players or officials start list, click on the **Start List** button.

3.5.1 Start List – Players

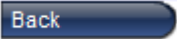
This option will allow you to select the composition of players ie. **Playing**, **Substitutes**, **Not Playing** and the **Captain** of the team.

Player Start List						
Save		Back				
Jersey #	Captain	Players	Position	P	S	N
1	2	☐ Mohamed Husain MOHAMED HASAN	Defender	☒	☐	☐
2	3	☐ Abdulla Abdul Rahman MARZOOQ	Defender	☒	☐	☐
3	4	☐ Ali Abdulla Ahmed SALMAN AHMED	Midfield	☒	☐	☐
4	6	☐ Ghazi Majed Abdulla Majed Meqla AL KAWARI	Defender	☒	☐	☐
5	7	☐ Sayed Mahmood Jalal AL WADAEI	Midfield	☒	☐	☐
6	8	☐ RASHED ABDULRAHMAN SAIF ABDULLA ALDOSERI	Midfield	☒	☐	☐
7	9	☐ Husain Ali Ahmed Ahmed ABDULLA	Forward	☒	☐	☐
8	10	☐ Mohamed Ahmed Yusuf SALMEEN	Midfield	☒	☐	☐
9	11	☐ FAISAL ABDULAZIZ MOHAMED RASHED	Defender	☒	☐	☐
10	12	☐ Mohamed Juma Basheer Abdulla GHANEM	Defender	☒	☐	☐
11	13	☐ TALAL YUSUF MAHMOOD	Midfield	☒	☐	☐
12	14	☐ Salman Isa Ghuloom ALI	Defender	☐	☒	☐
13	15	☐ Saleh Ahmed Farhan AL SALEH	Midfield	☐	☒	☐
14	16	☐ Sayed Mohamed Adnan HUSAIN	Defender	☐	☒	☐
15	17	☐ HUSAIN ALI HASAN ALI MOHAMED	Defender	☐	☒	☐
16	18	☐ HUSAIN SALMAN MAKI HABIB	Midfield	☐	☒	☐

Figure: Team Players Start List

Operation Procedure:

1. For each player, select an option e.g. ‘P’ (Playing), ‘S’ (Substitute) or ‘N’ (Not Playing). You need to select a minimum 7 playing players from the list.
2. You are requiring selecting a captain for the player list, select and clicking the captain option.
3. Click on the **Save** button to confirm the entries.

4. Click on the  button to return to the Start List page.

3.5.2 Start List - Team Officials

This option will assist you to register the Team Officials.

Team Officials			
	Team Official	Designation	Registration
1	 KU CHAN KUONG	Team Manager (TM 2)	Registered 
2	 TAM IAO SAN	Head Coach (TM 2)	Registered 
3	 TAI CHOU TEK	Assistant Coach (TM 2)	Registered 
4	 LAO CHEUK KEI	Physiotherapist (TM 2)	Registered 
 			

Figure: Team Officials

Operation Procedure:

1. Click on the drop-down list, to select the registration status for each official.
2. Click on the  button to confirm the entries.
3. Click on the  button to return to the Start List page.
4. Once the above has been completed, the **Start List** is ready for circulation to the Media with the signature from the Match Commissioner and Team Manager/Coach of the participating teams.

3.6 Start List Report– after the composition of the team has been finalized.

This is an example of the Start List once the registration of players and officials has been completed.

Save a Copy

Search

Select

100%

Search Web

Match

Date and Time

Duration

Stadium

Weather

Temp

Attendance

1

06-SEP-2008 00:00

90 min

Saitama Stadium 2002, Saitama

1st Half

Full Time

Ext. Time

Penalty Kick

BAHRAIN

JAPAN

No.

Pos

Name

G

Y

R

S

No.

Pos

Name

G

Y

R

S

2

DF

HASAN, Mohamed (M. HUSSAIN)

1

GK

KAWAGUCHI, YOSHIKATSU (KAWAGUCHI)

3

DF

MARZOOQ, Abdulla (A. MARZOOQ)

2

DF

TANAKA, MAKOTO (TANAKA)

4

MF

SALMAN AHMED, Ali Abdulla (A. ABDULLAH)

3

DF

MATSUDA, NAOKI (MATSUDA)

6

DF

AL KAWARI, Ghazi (G. AL KAWARI)

5

DF

TSUBOI, KEISUKE (TSUBOI)

7

MF

AL WADAEI, Sayed (M. JALAL)

5

DF

MIYAMOTO, TSUNEYASU (MIYAMOTO)

8

MF

ALDOSERI, RASHED (RASHED D.)

6

MF

NAKATA, KOJI (K. NAKATA)

9

FW

ABDULLA, Husain (HUSSAIN ALI)

7

MF

ENDO, YASUHIRO (ENDO)

10

MF

SALMEEN, Mohamed (M. SALMEEN)

8

MF

HANYU, Naotake (HANYU)

11

DF

RASHED, FAISAL

8

MF

OGASAWARA, MITSUO (OGASAWARA)

12

DF

GHANEM, Mohamed Juma (M. JUMA)

9

FW

KUBO, TATSUHIKO (KUBO)

13

MF

MAHMOOD, TALAL (T. YUSUF)

10

MF

NAKAMURA, SHUNSUKE (NAKAMURA)

Substitutes

Substitutes

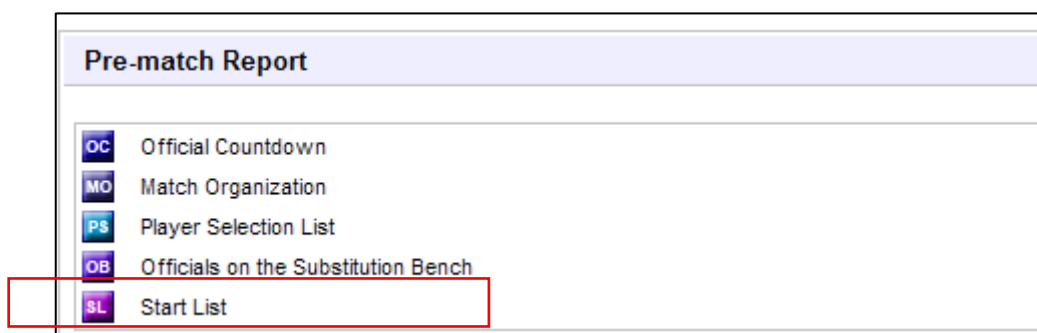
Suspended

Suspended

Figure: Start List

Operation Procedure:

1. Click on the **Pre-Game Reports** menu on the left navigation bar, page as below *Figure: Start List Reports* will be displayed.



Pre-match Report	
OC	Official Countdown
MO	Match Organization
PS	Player Selection List
OB	Officials on the Substitution Bench
SL	Start List

Figure: Start List Reports

2. Click on the Start List link, and the Start List will be displayed as above *Figure: Start List*.
3. Click on the printer icon,  located on the menu bar to print the selected page.

Note: Upon the approval/signature of the Match Commissioner, the Start List can be circulated to the public.

3.7 Match Commissioner's Programme (for Home & Away Competitions)

This page enables a Match Commissioner to access the check list (Form 1 - 11) for each activity.

ACTIVITIES						
Date	Time	Activity	Venue	Forms	Enable / Disable	Form Details
03-Sep-08						
	09:00	Training Field Inspection		Form 1 	☒ ☐	
	10:00	Meeting with Stadium Officials		Form 2	☒ ☐	
	11:00	Meeting with Organising Association		Form 3, 4, 5, 6	☒ ☐	
	16:00	Meeting with Team A		Form 8	☒ ☐	
	17:00	Meeting with Team B		Form 9	☒ ☐	
	19:00	Attend Team B Training		Form 1	☒ ☐	
	20:00	Floodlight & B/U Generator Check		Form 2	☒ ☐	
04-Sep-08						
	09:00	Meetin with AFC Officials		Form 10	☒ ☐	
	11:00	Team Managers' Meeting Venue Inspection		-	☒ ☐	
	11:30	Pre-Match Press Conference		-	☒ ☐	
	14:00	Team Managers' Meeting		-	☒ ☐	
	17:00	Official Training - Team B		Form 11	☒ ☐	
	18:00	Official Training - Team A		-	☒ ☐	
	19:00	Rehearsal		-	☒ ☐	

Figure: Match Commissioner's Programme

Operation Procedure:

1. Click on the **Programme** menu on the left navigation bar to access this page shown above.
2. Click on the 'Form 1' link to enter details into the form as below in *Figure: Form 1*.
3. Similarly, repeat step 2 to access other forms.

3.7.1 Form 1 – Training Field Inspection

This option enables you to enter details into Form 1.

Round 4 - Group A

Match Day No. 1

BAHRAIN vs JAPAN

Date Kick Off 06-Sep-08

FORM 1

TRAINING FIELD INSPECTION

Venue	Date	Schedule Time	Actual Time
	03-Sep-08	09:00	hrs

ATTENDEES

Match Commissioner	Media Officer
SIM SHIN YUN ☒	- ☐

PITCH

Pitch Condition: B ☒ M ☐ G ☐ Y ☐ N ☐

Lines: ☐ ☐ ☐ ☒ ☐

Goals: ☐ ☐ ☐ ☐ ☐

Cut ☐ Roll ☐ Water ☐ Do ☐ Redo ☒ Place ☐ Replace ☐

None ☒ Partial ☐ Full ☐

Figure: Form 1

Legend:

B - Bad Y - Yes
M - Medium N - No
G - Good

Operation Procedure:

1. Enter the Actual Time this activity occurred, denoted by the red arrow.
2. Check the Attendee's checkbox if the person was present, denoted by the green arrow.
3. Under Assessment of each detail e.g. Pitch Condition, Lines and Goals, denoted by the yellow arrow.
 - Select an option e.g. 'Bad', 'Medium' and 'Good' or 'Yes' and 'No' where applicable.

3.7.1 Form 1 – Training Field Inspection (Continued)

4. Under **Info/Instructions** of each detail e.g. Pitch Condition, Lines and Goals, denoted by the purple arrow. 
- Select one or more options e.g. 'Cut', 'Roll' and 'Water' where relevant.
5. Under **Compliance** of each detail e.g. Pitch Condition, Lines and Goals, denoted by the blue arrow. 
- Select an option e.g. 'None', 'Partial' and 'Full' where applicable.
6. Click on the **Save** button to confirm the entries.
7. Click on the **Preview** button to view/print this form, a window will pop-up as below *figure: Form 1 Check List*. To print the form click on the **Print** button.

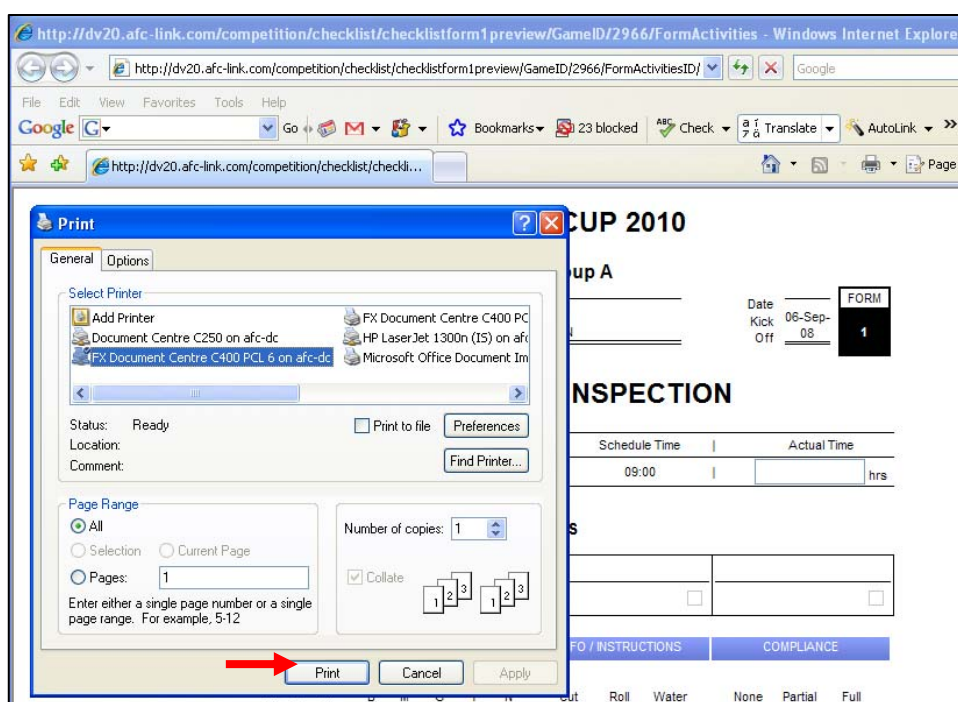


Figure: Form 1 Check List

8. Click on the **Back** button to return to Programme Page.

Chapter 4 – Game Events

This section enables you to view/edit the Game Events of a particular game.

In This Chapter:

- 4.1 Goals
- 4.2 Cautions
- 4.3 Expulsions
- 4.4 Substitutions
- 4.5 Game Information

To Access Game Events



Figure: Welcome Screen

1. At the Welcome page, from the Game Assignments section, click on the date of the game assigned.
2. Click on **Game Events** to access Game Events, page displayed as below *Figure: Game Events*.



Figure: Game Events

4.1 Goals

This option enables you to enter and edit details of the goals scored in the game.

Goals

URAWA RED DIAMONDS (JAPAN)

No.	Jsy No.	Player (Jersey Name)	Time	Type
1	17	HASEBE	4 min	Goal

Select a player Goal min Save

JEONBUK MOTORS (Korea Rep)

No.	Jsy No.	Player (Jersey Name)	Time	Type
1	30	JUNGNAM	44 min	Own Goal

Select a player Goal min Save

Figure: Game Events – Goals

Operation Procedure:

- To enter goal details for each team,
 - Select the Player from the drop-down list, denoted by the red arrow.
 - Select the Goal Type from the drop-down list, denoted by the green arrow.
 - Enter the Time the goal was scored, denoted by the yellow arrow.
 - Click on the **Save** button to confirm the entry.
- Repeat step 1 to add more goals.
- To remove a goal
 - Click on the delete icon for the relevant record.
- To amend the time
 - Click on the time of the goal scored, denoted by the purple arrow.
 - Page will be displayed as below *Figure: Edit Goal*.
 - Click on the button to save or click on the button to cancel.

2	2	M. HUSSAIN	60	min Goal
---	---	------------	----	----------

Figure: Edit Goal

4.2 Cautions

This option enables you to enter and edit details of the cautions.

Cautions						
No.	Jsy No.	Player (Jersey Name)	Time	Type	Team	
1	2	MESAAD	20 min	Caution (Yellow Card)	QATAR	
2	8	S.ALSHAMMARI	49 min	Caution (Yellow Card)	QATAR	
3	6	ABE	87 min	Caution (Yellow Card)	JAPAN	

Select a player

 min

Figure: Game Events – Cautions

Operation Procedure:

1. To enter caution details

- Select the Player from the drop-down list, denoted by the red arrow.
- Enter the Time of the caution, denoted by the green arrow.
- Click on the button to confirm the entry.

2. Repeat step 1 to add more cautions.

3. To remove a caution

- Click on the delete icon for the relevant record.

4. To amend the time

- Click on the time of the caution, denoted by the purple arrow.
- Page will be displayed as below *Figure: Edit Caution*.
- Click on the button to save or click on the button to cancel.

3	10	NAKAMURA	55			min Caution (Yellow Card)	JAPAN
---	----	----------	----	--	--	---------------------------	-------

Figure: Edit Caution

4.3 Expulsions

This option enables you to enter and edit details of the expulsions.

Expulsion					
No.	Jsy No.	Player (Jersey Name)	Time	Type	Team
1	10	H. YASER	90+2 min	Expulsion (Red Card)	QATAR

➔
➔
➔ min
 Save

Figure: Game Events – Expulsions

Operation Procedure:

1. To enter expulsion details

- Select the Player from the drop-down list, denoted by the red arrow. ➔
- Select the Expulsion Type from the drop-down list, denoted by the yellow arrow. ➔
- Enter the time of the expulsion, denoted by the green arrow. ➔
- Click on the Save button to confirm the entry.
- Repeat step 1 to add more expulsions.

2. To remove an expulsion

- Click on the delete icon  for the relevant record.

3. To amend the time

- Click on the time of the expulsion, denoted by the purple arrow.
- Page will be displayed as below *Figure: Edit Expulsion*.
- Click on the ✔ button to save or click on the ✖ button to cancel.

1	2	M. HUSSAIN	70	✔ ✖	min Expulsion (Red Card)	BAHRAIN
---	---	------------	----	---	--------------------------	---------

Figure: Edit Expulsion

4.4 Substitutions

This option enables you to enter and edit details of the substitutions.

No.	Jsy No.	Player (Jersey Name) (IN)	Jsy No.	Player (Jersey Name) (OUT)	Time	
1	14		9		70 min	
2	15		11		78 min	
3	8		17		84 min	

→ Select a player In
→ Select a player Out
→ min
Save

Figure: Game Events – Substitutions

Operation Procedure:

- To enter substitution details for each team,
 - Select the player substituted IN from the 'In' drop-down list, denoted by the green arrow. →
 - Select the player substituted OUT from the 'Out' drop-down list, denoted by the red arrow. →
 - Enter the time of the substitution.
 - Click on the Save button to confirm the entry.
- Repeat step 1 to add more substitutions.
- To remove a substitution
 - Click on the delete icon for the relevant record.
- To amend the time
 - Click on the time of the substitution, denoted by the purple arrow. →
 - Page will be displayed as below, *Figure: Edit Substitution*.
 - Click on the button to save or click on the button to cancel.

1	14	S. ISA	2	M. HUSSAIN	10 min	
---	----	--------	---	------------	--------	--

Figure: Edit Substitution

4.5 Game Information

This section enables you to enter post-game details such as Duration, Added-On Time etc. All these details are entered only once and automatically reflected in all forms which require these details.

Game Information

Duration: 95 Minutes Temperature: 18 Deg.

Added-On Time 1st Half: 1 Weather: Good & cool

Added-On Time 2nd Half: 4 Condition of Ground: GOOD

Attendance: 13000

MVP: AFC/9613/UZB - 10 - BAKAEV - KURUVCHI/BUNYODKOR (UZB) - P

Please remember to fill in all fields.

Save Reset

Sign This Document

Figure: Game Information

Operation Procedure:

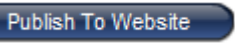
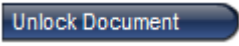
1. Type in all the details in the boxes.
2. Click on the **Save** button to confirm.
3. Click on the **Reset** button if you wish to clear ALL the information entered.
4. Digital Signature
 - You need to sign the document before publishing to website.
 - Click on the 'Sign This Document' button as denoted by the purple arrow in *Figure: Game Information* above. 
 - The screen below will be displayed.
 - Type in your password and click on the 'Sign' button.

Sign This Document?

Password:

Sign Cancel

Figure: Digital Signature

5. After that, click on  to publish the information to the AFC website when you have completed the game events and game information.
6. To Unlock Document
 - You are not allowed to change the game information, unless you unlock the document.
 - Click on the  button.
 - Type in your password and click on the 'Sign' button.
 - Repeat steps 4 and 5 to re-sign the document and re-publish to the website.

Chapter 5 – Post-Game

This section enables you to enter post-game details and reports. You will also be able to view/print post- game reports as a reference.

In this Chapter:

- 5.1 Post-Game Reports
- 5.2 Match Commissioner's Report
- 5.3 Referee's Report
- 5.4 Fair Play Report
- 5.5 Assessment of the Referee
- 5.6 Incidents and Comments

To access Post –Game

1. At the Welcome page, from the Game Assignments section, click on the date of game assigned.
2. Click on  to access Post-Game page, displayed as below in *Figure: Post-Game*.



Post-Game: AFC Champions League 2008, Group Stage	
MHSK Stadium (Tashkent), UZBEKISTAN	
19 Mar, 2008 15:00	
☒ Match Commissioner's Report ☒ Referee's Report ☒ Fair Play ☒ Assessment of the Referee ☒ Incidents & Comments	
 KURUVCHI/BUNYODKOR (UZB)	 FOOLAD MOBAREKEH SEPAHAN (IR IRAN)
1st Half: 0	0 :1st Half
2nd Half: 2	0 :2nd Half
Extra Time:	:Extra Time
Penalties:	:Penalties
Final Score: 2	0 :Final Score

Figure: Post-Game Page

Legend:



A section detail has not been entered.

A section details has been entered and saved successfully.

5.1 Post-Game Reports

This option enables you to view/print post-game reports for circulation or reference.



Figure: Post-Game Reports

Operation Procedure:

1. To view/print a post-game report click on the 'Reports' Tab.
2. Click on the link to view or print the selected report.
3. Click on the printer icon,  located on the menu bar to print the selected page.

5.2 Match Commissioner's Report

This option enables Match Commissioners to enter their report on the game.

Figure: Match Commissioners Report

Operation Procedure:

1. To add/edit a Match Commissioner's report click on the Match Commissioner's Report Tab.
2. This will open a template, displayed as above *Figure: Match Commissioner's Report*.
3. Enter details accordingly into the boxes.
4. Click on the **Save** button to save the report.
5. Click on the **Reset** button if you wish to clear ALL the information entered.

5.3 Referee's Report

This option enables a Referee Inspector to enter the details of the game's events.

The screenshot shows the 'Referee Report' tab selected in a navigation bar. The main form is titled 'Referee Report' and contains two sections: 'Cautions' and 'Expulsion'.

Cautions Section:

No.	Jsy No.	Player	Time	Team	Reasons
1	2	MESAAD ALI A M ALHAMAD (MESAAD)	20 min	QATAR	Late Tackle
1.1-Late Tackle					
2	8	SAAD SATTAM S ALSHAMMARI (S.ALSHAMMARI)	49 min	QATAR	Unsporting Behaviour
Please select a caution reason					
3	6	ABE YUKI (ABE)	87 min	JAPAN	Unsporting Behaviour
Please select a caution reason					

Expulsion Section:

No.	Jsy No.	Player	Time	Team	Reasons
1	10	HUSSAIN YASER M ABDULRAHMAN (H. YASER)	90+2 min	QATAR	Serious Foul Play
Please select a expulsion reason					

At the bottom of the form, there are two input fields: 'Attitude of Team A Players:' and 'Attitude of Team B Players:', both with 'GOOD' selected.

Figure: Referee's Report

Operation Procedure:

1. To add/edit a Referee's report click on the 'Referee's Report' Tab in the Post-Game Information page.
2. This will open a template, displayed as above in *Figure: Referee's Report*.
3. For each **caution**, select a reason for the caution from the drop-down list, denoted by the purple arrow. 
4. For each **expulsion**, select a reason for the expulsion from the drop-down list, denoted by the blue arrow. 
5. For other details e.g. 'Attitude of Team A's Players', 'Attitude of Spectators', enter details accordingly into the boxes.
6. Click on the **Save** button to save the report.
7. Click on the **Reset** button if you wish to clear ALL the information entered.

5.4 Fair Play Report

This section enables Match Commissioners to enter points and remarks on Fair Play.

	BAHRAIN:	JAPAN:
Red and Yellow Card (max. 10 marks):	5.0	9.0
Positive Play (max. 10 marks):	9.0	9.0
Respect towards the opponent (max. 5 marks):	5.0	5.0
Respect towards the referee (max. 5 marks):	5.0	5.0
Behaviour of the officials (max. 5 marks):	5.0	5.0
*Behaviour of the crowd (max. 5 marks):	3.0	5.0
Total Number of points (x 10 / (40 or 35)).	8.00	9.50

Remarks regarding outstanding individual gestures of fair play:

Positive play between players during injury was commendable

Figure: Fair Play

Operation Procedure:

1. To add/edit a Fair Play report click on the 'Fair Play' Tab.
2. This will open a template as displayed above in *Figure: Fair Play*.
3. Red and yellow card points will be **automatically calculated** by the system, according to cautions and expulsions entered into Game Events.
4. You also can overwrite the marks if needed. To view the red and yellow card points details just point to the ⓘ icon.
5. Enter marks for both teams.
6. Total number of points will be **automatically calculated** by the system.
7. Click on the **Save** button to save the report.
8. Click on the **Reset** button if you wish to clear ALL the information entered.

5.5 Assessment of the Referee

This option enables a Referee Inspector to assess the Referees' performance.

Assessment Scale	
10.0 - 9.0	Excellent
8.9 - 8.5	Very good
8.4 - 8.0	Good
7.9 - 7.5	Satisfactory
7.4 and below	Unsatisfactory

Level of the Match

☒ Easy ☐ Normal ☐ Difficult ☐ Very Difficult

Comments:

Referee Assessment

1. Correct and consistent in interpretation and application of the laws.
Spirit of the game, foul recognition and selection, accuracy of decisions and advantage.

2. Match Control and Discipline.
Recognizing and effectively dealing with Misconduct.

3. Physical fitness, Movement and Positioning.
Good field positioning with angled view, close to play, speed, acceleration and endurance.

4. Tactical Approach.
Feel for the game, team tactics, anticipation, reaction.

Figure: Assessment of the Referee

Operation Procedure:

1. To add/edit the report, click on the 'Assessment of the Referee' Tab.
2. This will open a template as displayed above in *Figure: Assessment of the Referee*.
3. For 'Level of the Match', denoted by the red arrow. 
 - Select an option i.e. 'Easy', 'Normal', 'Difficult' or 'Very difficult' where applicable.
4. For other parts of the report, enter details accordingly into the boxes.
5. Click on the **Save** button to save the report.
6. Click on the **Reset** button if you wish to clear ALL the information entered.

5.6 Incidents and Comments

This option enables a Referee Inspector to input the incidents and comments on the Referee's performance.

Time	Incident & Comment
mint56	I think he should give foul and yellow card for reckless.
mint91	red card for player no 10 from Qata he used excessiv force.

Figure: Incidents & Comments Sheet

Operation Procedure:

1. To add/edit incidents and comments click on the 'Incidents and Comments ' Tab.
2. This will open a template as displayed above in *Figure: Incidents & Comments Sheet*.
3. Under 'Time', enter time in minutes, denoted by the red arrow. 
4. Under 'Incidents and Comments', enter details accordingly into the boxes, denoted by the green arrow. 
5. Click on the  button to save the report.
6. Click on the  button if you wish to clear ALL the information entered.

Chapter 6 – Documents

This section enables you to attach documents for a specific match.

To access ‘Documents’ section

1. At the Welcome page, from the Game Assignments section, click on the date of game assigned.
2. Click on **Documents** to access the Documents section.

Post-Game: AFC Champions League 2008, Group Stage

MHSK Stadium (Tashkent), UZBEKISTAN
19 Mar, 2008 15:00

✓ Match Commissioner's Report | ✓ Referee's Report | ✓ Fair Play | ✓ Assessment of the Referee | ✗ Incidents & Comments |

KURUVCHI/BUNYODKOR (UZB)

1st Half:	0
2nd Half:	2
Extra Time:	
Penalties:	
Final Score:	2

FOOLAD MOBAREKEH SEPAHAN (IR IRAN)

0	:1st Half
0	:2nd Half
	:Extra Time
	:Penalties
0	:Final Score

Figure: Post-Game Page

3. A page will be displayed as below in *Figure: Attach Documents*.

Documents:

* Only .jpg, .jpeg, .pdf, .ppt, .txt, .doc and .xls file is accepted.

Name*:

Document: **Browse...**

Remarks:

Save **Cancel**

Figure: Attach Documents

Operation Procedure:

To Attach a Document

1. **Document Name** - Enter the file's name into the text box. (Field mark with * is mandatory)
2. **Browse** - Click on the **Browse** button to navigate to the folder where the file is stored.
3. **Remarks** - Enter if necessary.
4. Click on the **Save** button when complete.
5. To abort the process, click on the **Cancel** button.
6. Repeat steps (1) to (4) for other documents.

Document Image	Document Name	Remarks	Uploaded Date	Uploaded By	Action
	Schedule 02 Oct, 2009	ACL Schedule with Quarter Finals result.	02-10-2009 15:43:35	raymond	  

Figure: Attached Documents

To Edit a Document's Record

1. As the *Figure: Attached Documents* above, point to the record you want to change, and click on the  icon.
2. The record will be populated in the form as in *Figure: Add Documents*.
3. Make the changes and then click on the **Save** button to save.

To Delete a Document's Record

1. As the *Figure: Attached Documents* above, point to the record you want to delete, and click on the  icon.
2. A delete confirmation message will be prompted, click **OK** to continue.

Chapter 7 – Player Eligibility

This section enables you to view the Player Eligibility of a particular team.

To access Player Eligibility



Figure: Welcome Page

On the Welcome Page, point to **Competitions**, select and click the **Player Eligibility**, as denoted by the red arrow →. Page below will be displayed as in *Figure: Player Eligibility*.

Player Eligibility

Competition: AFC Champions League

Edition: 2008

Stage: Group Stage

Team: NAM DINH FC (VIETNAM)

Submit

Figure: Player Eligibility

Operation Procedure:

1. Click on drop-down list of 'Competition' to select the Competition.
2. Click on drop-down list of 'Edition' to select the edition.
3. Click on drop-down list of 'Stage' to select the stage.
4. Click on drop-down list of 'Team' to select the team.

5. Click on the 'Submit' button, page as in *Figure: Player Eligibility List* will be displayed.

Knockout Stage									
Name	Semi Finals GAMBA OSAKA (JPN) 2008-10-08		Semi Finals GAMBA OSAKA (JPN) 2008-10-22		Quarter-Finals AL QADSIYA (KUWAIT) 2008-09-17		Quarter-Finals AL QADSIYA (KUWAIT) 2008-09-24		
	Caution	Expulsion	Caution	Expulsion	Caution	Expulsion	Caution	Expulsion	
(1) MAGISHI NORIHIRO (YAMAGISHI)									
(2) UBOI KEISUKE (TSUBOI)									
(3) SOGAI HAJIME (HOSOGAI)				Suspended					
(4) NAKA MARCUS TULIO LYUJI MURZANI (TULIO)									
(5) KAHASHI SHUNKI (TAKAHASHI)									
(6) YAMADA NOBUHISA (YAMADA)									
(7) KAHARA NAOHIRO (TAKAHARA)									
(8) HARAGUCHI GENKI (HARAGUCHI)									
(9) GAI YUICHIRO (GAI)									
(10) ROBSON PONTE (PONTE)									
(11) NAKA TATSUYA (TANAKA)									
(12) TSUTSUMI SHUNSUKE (TSUTSUMI)									
(13) SUZUKI KEITA (SUZUKI)									
(14) HIRAKAWA TADAAKI (HIRAKAWA)									
(15) ESCUDERO SERGIO (ESCUDERO)									
(16) SOMA TAKAHITO (SOMA)				Suspended					
(17) EDMILSON DOS SANTOS SILVA (EDMILSON)									
(18) KOIKE JUNKI (KOIKE)									
(19) UCHIDATE HIDEKI (UCHIDATE)									
(20) HORINOUCI SATOSHI (HORINOUCI)									
(21) UMESAKI TSUKASA (UMESAKI)									
(22) ABE YUKI (ABE)									
(23) TSUZUKI RYOTA (TSUZUKI)				Suspended					
(24) YAMADA NAOKI (YAMADA)									
(25) KONDO TETSUSHI (KONDO)									
(26) TAKASAKI HIROYUKI (TAKASAKI)									
(27) NISHIZAWA YOSHIYA (NISHIZAWA)									
(28) KATO NOBUHIRO (KATO)									
(29) OTANI KOKI (OTANI)									
(30) OKANO MSAYUKI (OKANO)									
Name	GAMBA OSAKA (JPN) 2008-10-08		GAMBA OSAKA (JPN) 2008-10-22		AL QADSIYA (KUWAIT) 2008-09-17		AL QADSIYA (KUWAIT) 2008-09-24		
	Player Eligibility Report		Player Eligibility Report		Player Eligibility Report		Player Eligibility Report		

Figure: Player Eligibility List

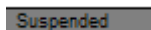
Legend:



Yellow Card



Red Card



Player is suspended

6. Point to icon, the Reason will be displayed as in figure below.



7.1 Player Eligibility Report

Operation Procedure:

1. For a specific match, to view the report, click on the 'Player Eligibility Report' link as denoted by the red arrow, in *Figure: Player Eligibility List*.
2. The 'Player Eligibility Report' will be displayed as in *Figure: Player Eligibility Report*.

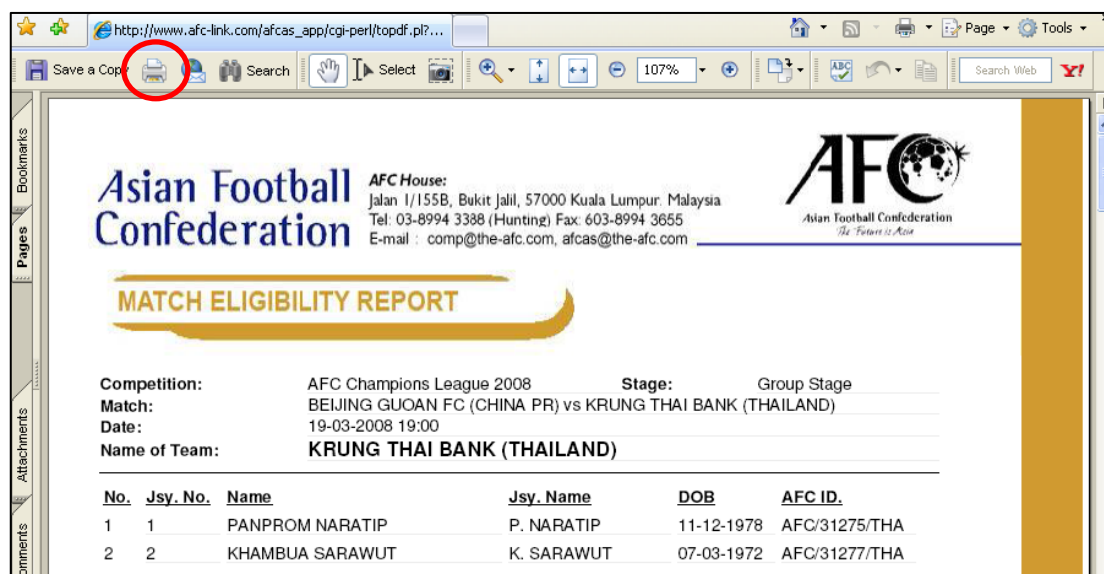


Figure: Player Eligibility Report

3. Click on the printer icon,  located on the menu bar to print the selected page.

Chapter 8 – Calendar

This section enables you to indicate your availability for the year.

To access Calendar



Figure: Welcome Screen

1. At the Welcome Page, from the **Quick Link** panel on the left hand side, clicks on the **Calendar** link. Page will be displayed as below in *Figure: Monthly Calendar*.
2. To navigate to the next month click on '>', or select from the monthly drop-down list.
3. To view the match details, you can point to .
4. To view AFC calendar of competitions, click on the link **AFC Competition's calendar**, denoted by **3**

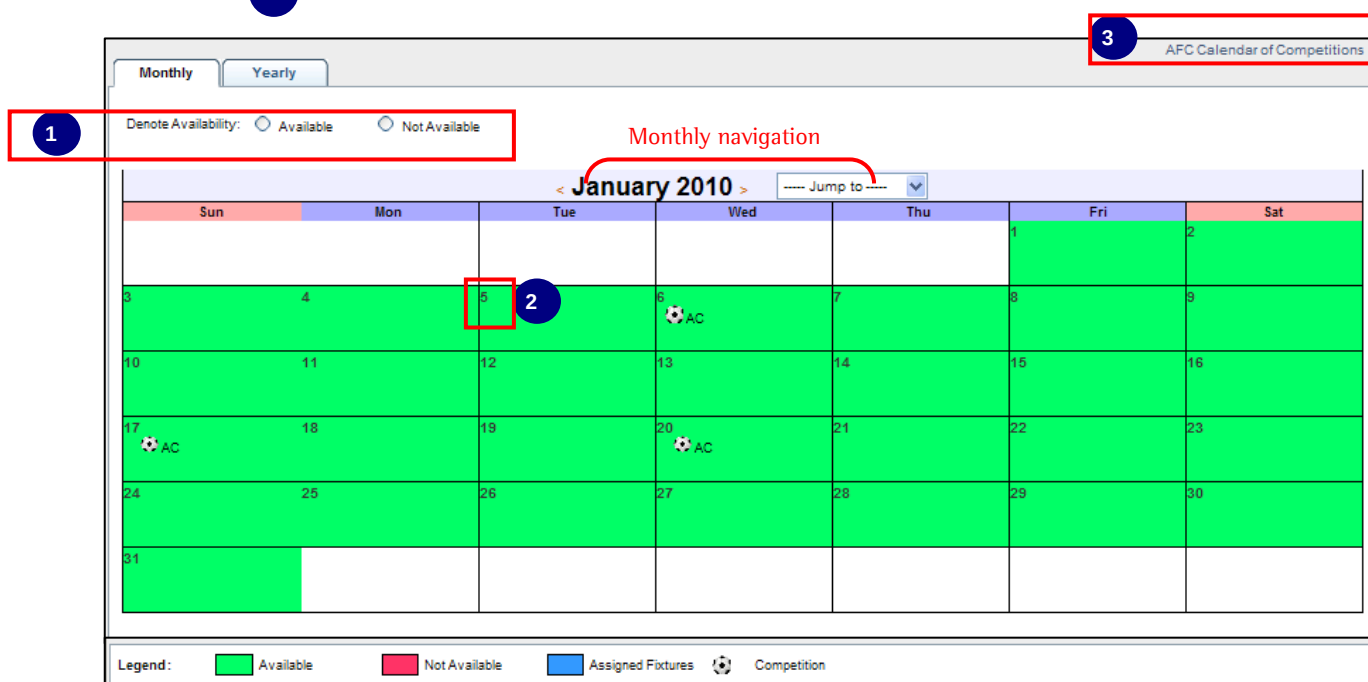


Figure: Monthly Calendar

Legend:

- Available
- Not available
- Assigned to a match

8.1 Denote Availability

- System default is open all days (available) for whole year (green).

Operation Procedure:

1. To block all days (not available)

- a. Select and click 'Not available', denoted by 1 in *Figure: Monthly Calendar*.
- b. Form will be displayed as in *Figure: Denote Availability*.

Figure: Denote Availability

- c. Start Date and End Date will be selected by default; however you can change the start date and end date.
- d. Remark – Type in some remarks, if necessary.
- e. Click on the Save button when complete.
- f. Click on the Cancel button, to abort.
- g. All days of January 2010 will be highlighted in **RED** to indicate that you are not available for the whole month.

8.1 Denote Availability (continued)

2. To open all days (available)

- To mark your available days, select and click 'Available', denoted by **1** in *Figure: Monthly Calendar*.
- Repeat steps from 1 (b) to 1(d).
- All days of January 2010 will be highlighted in **GREEN** to indicate that you are available for the whole month.

3. You also can click on the calendar date to block/open the day, denoted by **2**

8.2 Yearly Calendar

- To view the yearly calendar, click on the Yearly Tab. Page will be displayed as in *Figure: Yearly Calendar*.

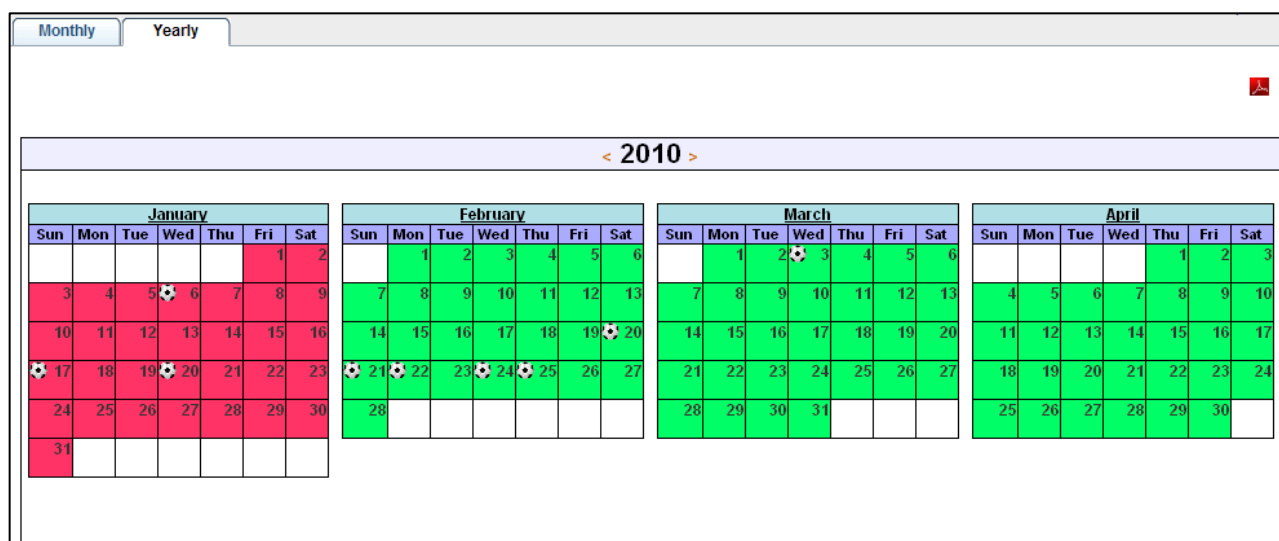


Figure: Yearly Calendar

- You can view the match details, point to the .
- You can navigate the year by clicking '>'.
- You also can open/block the day by clicking on the calendar date.
- You also can navigate to the selected month by clicking on the calendar month.
- To export the yearly calendar to PDF, click on the  icon.
- A calendar for the selected year will be generated in a new window as in *Figure: Yearly Calendar Report*.

8.2 Yearly Calendar (continued)

8. A calendar for the selected year will be generated in a new window as in *Figure: Yearly Calendar Report*.

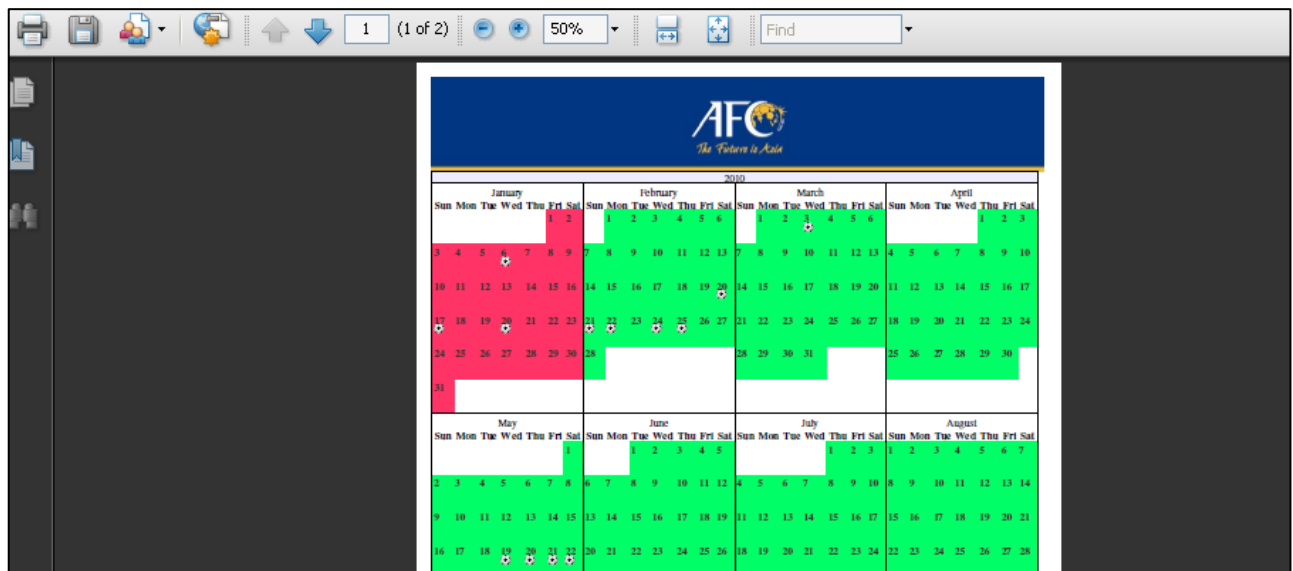


Figure: Yearly Calendar Report

Chapter 9 – Managing Account & Profile

This option enables you to managing your AFACS account and profile details.

A. My Account

You will be able to change your display name, email address, template color and AFCAS password.

B. My Profile

You can manage your contacts information, languages and measurement details. And you can also view/download your documents such as passport.

Profile: ssy

Name : SIM SHIN YUN
Email : shinyun.sim1@the-afc.com
AFC ID : AFC/35638/MAS

Update Profile

Activity Log

Your last login was on
Mon, 05 October 2009
09:23:42 AM

Current Events

Title	Description	Event Type	Start Date	End Date
AFC ASIAN CUP 2011	Qualifying Stage	Competition	14 Jan, 2009	03 Mar, 2010
Match Commissioner 2009	AD Card For MC 2009	General	23 Mar, 2009	31 Dec, 2009
Referee Assessor 2009	AD Card for RA 2009	General	23 Mar, 2009	31 Dec, 2009
AFC CUP 2009	Knockout Stage	Competition	15 Sep, 2009	03 Nov, 2009
AFC FUTSAL CHAMPIONSHIP 2010	Qualification West	Competition	15 Sep, 2009	18 Oct, 2009
AFC FUTSAL CHAMPIONSHIP 2010	Qualification ASEAN	Competition	20 Sep, 2009	25 Feb, 2010
AFC U16 CHAMPIONSHIP 2010	Qualification	Competition	21 Sep, 2009	29 Oct, 2009

Figure: Welcome Page

To access My Account/Profile, point and click on My Account, denoted by the red arrow. Page will be displayed as in Figure: *My Account*. Please refer to section 9.1 My Account.

You also can access to My Account/Profile by clicking the Update Profile button at the user profile panel, and then will navigate to my profile page as Figure: My Profile. Please refer to B. My Profile

9.1 My Account

Switch to My Profile Page

My Account

Username: ssy
 User Role: Developer
 AFC ID: AFC/35638/MAS
 Display Name*: sysim
 E-mail Address*: shinyun.sim@the-afc.com
 Web Template: Blue (Default: Blue)

Change Password

New Password*:
 Confirm New Password*:

Save Reset

Figure: My Account

To Edit Your Account Information

- Under **My Account**, you can change your **display name**, **email address** and **web template**.
 - Email address is important, as your AFCAS account information will be sent to this email address.
- To change your password, under **Change Password**, type in your **New Password** and retype the same password in **Confirm New Password**. Your password should be at least six characters long.
- Click the **Save** button to confirm the changes.
- Click the **Reset** button if you wish to clear ALL the information entered.

Note:

- To better protect your account, make sure that your password is memorable for you but difficult for others to guess.
- Never use the same password that you have used in the past, and do not share your password with anyone.
- For security purposes, your new password must be a minimum of six characters long. A good password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and *

9.2 My Profile

Switch to My account Page

Personal Details:

AFC ID : AFC/35638/MAS
 Name : SIM SHIN YUN
 * Popular Name : SSY
 Gender : Female
 Nationality : MALAYSIA
 National ID : A321381238
 Date of Birth : 03-08-2000
 Remarks :

Personal General Info

Generate profile details report

Passport

Passport Name	Number	Date of Issue	Date of Expiry	Issue By	Place of Issue Name	Default?
ssy	2323123	01-01-1970	01-01-1970	N/A	N/A	No

Documents

Document Type	Document Name	Remarks	Uploaded On	Uploaded By	View
Passport	35638~52038.jpg	N/A	05-10-2009	ssy	↓
ID Card	35638~47826.jpg	N/A	05-11-2008	ssy	↓

Figure: My Profile

9.2.1 Manage Your Profile

1. Fields mark with asterisk (*) means details can be edited (Edit-in-Place). You can click on the respective field to edit.

9.2.2 Change Popular Name

1. Point to the popular name and then click on the Popular Name as in *Figure: Change Popular Name*.
2. Click to save the change or click to abort.
 - For example, click on 'SSY'. Change the name as required and then click to save the change or click to abort.

AFC ID : AFC/35638/MAS
 Name : SIM SHIN YUN
 * Popular Name : SSY
 Gender : Female

Figure: Change Popular Name

9.2.3 Export Personal Profile to PDF

1. Click on the PDF icon,  on the top right corner of the page as in *Figure: My Profile*.
2. The profile will be generated in PDF format. You shall be able to print this file or save it as reference.

9.2.4 View/Download Personal Documents

Documents					
Document Type	Document Name	Remarks	Uploaded On	Uploaded By	View
Passport	35638~52038.jpg	N/A	05-10-2009	ssy	
ID Card	35638~47826.jpg	N/A	05-11-2008	ssy	
Other Image Document	35638~51996.jpg	N/A	18-03-2009	ssy	

Figure: Personal Documents

1. To view/download the document, point to the selected document as in *Figure: Personal Documents* above and click on the  icon.
2. To save picture file from webpage.
 - Right-click on the picture, and select 'Save Picture As'.
 - In the Save Picture dialog box, browse to the folder where you want to save the file, and then click Save.

9.2.5 Manage Contact Details

Contacts							
Type	Phone	Mobile	Fax	Email	Website Address	Action	
Home	03-8898 4658	012 34346372				 	

Figure: Contact Details

To Add a Contact Details

1. Click on the Add button, denoted by the arrow in *Figure: Contact Details*.
2. Page will be displayed as in *Figure: Add Contact Details*.

Contact List

Contacts: SIM SHIN YUN [AFC/35638/MAS]

Contact Type:

NA/Club Type:

Phone: (e.g. +60 03 1234 5678)

Mobile Phone:

Fax No:

Email:

Website:

Address:

Remarks:

Figure: Add Contact Details

3. Contact Type - Select an option e.g. 'Home'. This field is mandatory.
4. NA/Club Type - will be activated if 'Contact Type' is set to option for 'Business'.
5. Phone, Mobile and Fax Number - Enter relevant details.
6. Email and Website Address - Enter relevant details.
7. (Postal) Address - Enter relevant details.
8. Remarks - Enter remarks, if any.
9. Click on the Save button to save when complete.
10. Click the Cancel button to abort the process.

To Edit a Contact Details

1. Click on the edit icon  of the record you wish to amend.
2. The record will be populated in a form. Make the necessary changes.
3. Click on the **Save** button to save when complete.

To Delete a Contact Record

1. Click on the edit icon  of the record you wish to delete.
2. A confirmation message will be prompted.
3. Select 'OK' to continue.

9.2.6 Measurements

Measurements								
*Height	*Weight	*Shoes	*Boots	*Slippers	*Tracksuit	*Jersey	*Shorts	*Shirt
165	50	6	7	6	M	[-]	[-]	[-]
(cm)	(kg)	(UK)	(UK)	(UK)				

Figure: Measurement Details

1. To modify the measurement details, click the selected field you want to change.
 - For example click on **Tracksuit**, and make the necessary changes.
 - Click  to save the changes or click  to abort the change.

*Slippers	*Tracksuit	*Jersey
6	M	[-]
(UK)	  	
	XS	

Figure: Edit Measurements

9.2.7 Language

Language					
*Language	*Speaking	*Reading	*Writing	Action	
Mandarin	Fluent	Fluent	Good		

Figure: Language Details

To Add a Language Details

1. Click on the Add button denoted by the arrow, as in *Figure: Language Details*.
2. Page will be displayed as in *Figure: Add Language Details*.

Language

Language: SIM SHIN YUN [AFC/35638/MAS]

Language: <<

Speaking:

Reading:

Writing:

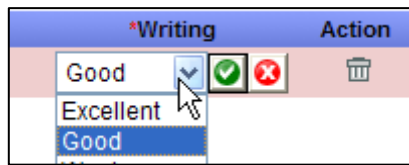
Figure: Add Language Details

3. **Language** - Select an option e.g. 'English' from the drop-down list.
4. **Speaking, Reading and Writing** - Select a level e.g. 'Fluent'.
5. Click on the **Save** button to save when complete.
6. Click the **Cancel** button to abort the process.

To Edit a Language Details

1. Click on the edit icon  of the record you wish to amend.
2. The record will be populated in a form. Make the necessary changes.
3. Click on the **Save** button to save when complete.
 - For example click on **Writing**, and make the necessary changes.

- Click  to save the changes or click  to abort the change.



To Delete a Language Record

- Click on the edit icon  of the record you wish to delete.
- A confirmation message will be prompted.
- Select 'OK' to continue.

Chapter 10 – Forgot Your Password?

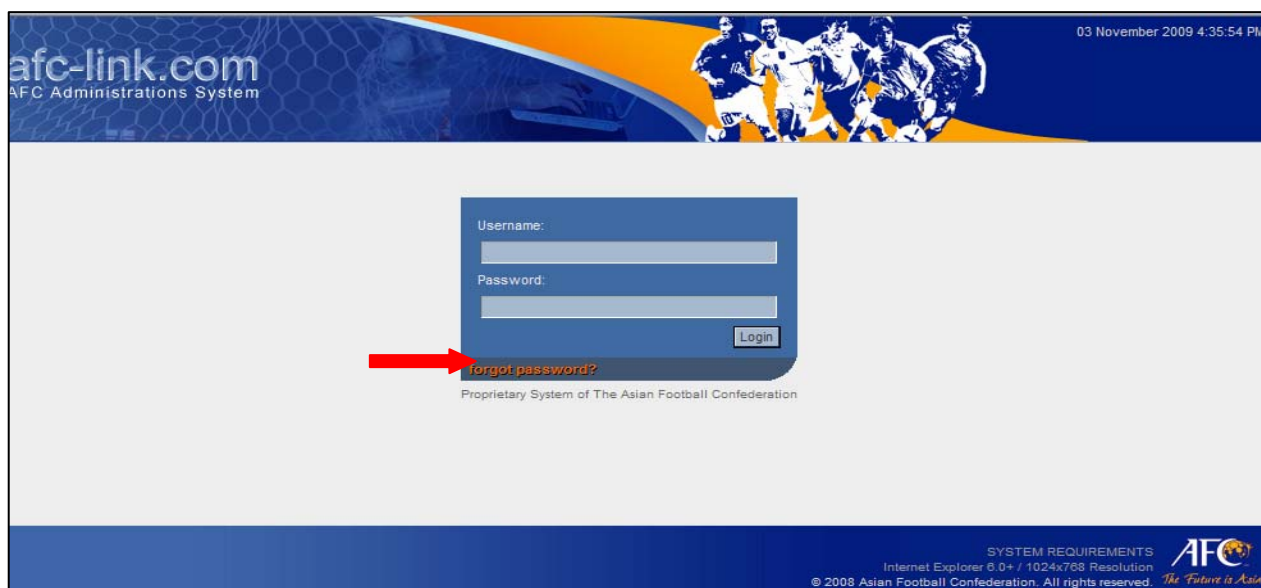


Figure: Login Screen

If you forgot your password, go to AFCAS login page, click the **Forgot Password** link at the bottom of login panel. Page will be displayed as below in *Figure: Forgot Password*.

Forgot Password

To retrieve your password, please enter the e-mail address for your AFCAS account.

E-mail:

Type the Security Code from image below :

Figure: Forgot Password

Operation Procedure:

1. E-mail - Type in your address into the text box.
2. Security Code - Type in the characters from the picture into the text box.
3. Click the **Submit** button to submit the request your AFCAS username and password.
4. A mail sent confirmation page will be displayed as below in *Figure: Mail Sent*. Follow the instructions to retrieve your password.

5. To return to Login page, click the Login Page button.

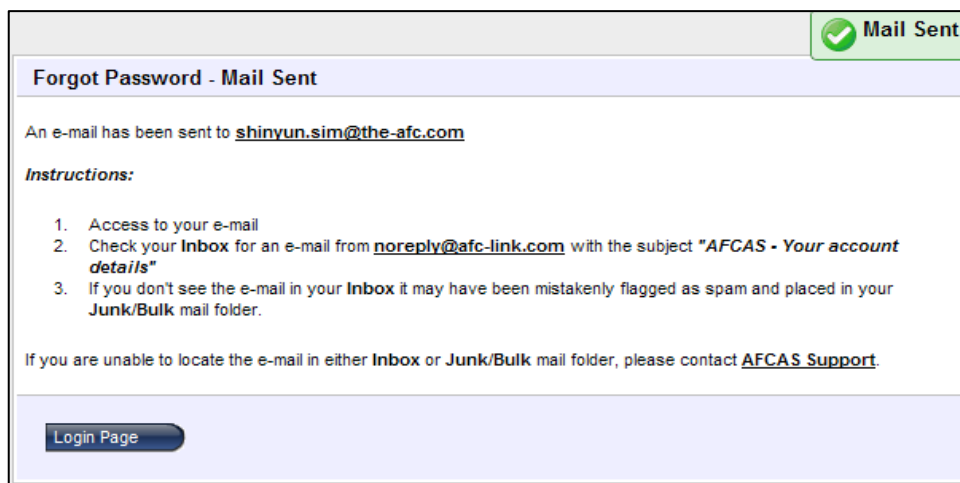


Figure: Mail Sent